



CANNON BUILDING  
861 SILVER LAKE BLVD., SUITE 203  
DOVER, DELAWARE 19904-2467

**BOARD OF FUNERAL SERVICES**

TELEPHONE: (302) 744-4500  
FAX: (302) 739-2711  
WEBSITE: [DPR.DELAWARE.GOV](http://DPR.DELAWARE.GOV)  
EMAIL: [customerservice.dpr@state.de.us](mailto:customerservice.dpr@state.de.us)

MEETING MINUTES:	<b>BOARD OF FUNERAL SERVICES</b>
DATE AND TIME:	<b>June 27, 2017 at 10:00 a.m.</b>
PLACE:	861 Silver Lake Boulevard, Dover, Delaware <b>Conference Room B</b> , second floor of the Cannon Building
MINUTES FOR APPROVAL:	<b>August 22, 2017</b>

**MEMBERS PRESENT**

S. Keith Parsell, Professional Member, President  
Ann Happoldt, Public Member  
Jane Hovington, Public Member  
Bill Torbert, Professional Member

**MEMBERS ABSENT**

Duwayne Casini, Professional Member, Secretary  
Chad Chandler, Professional Member  
Danna Levy, Public Member

**DIVISION STAFF**

Meredith Hurley, Administrative Specialist II  
Kevin Maloney, Deputy Attorney General

**PUBLIC PRESENT**

None

**CALL TO ORDER**

Mr. Parsell called the meeting to order at 10:01 a.m.

**EXECUTIVE SESSION (Closed to the Public)**

**Discussion of Potential Litigation Concerning Invalidated Exam Scores**

At 10:02 a.m. Mr. Torbert moved, seconded by Ms. Hovington, to enter into executive session to discuss the potential litigation concerning invalidated exam scores. By unanimous vote, the motion carried.

At 10:31 a.m. the executive session adjourned.

Mr. Torbert moved, seconded by Ms. Hovington, to send those Delaware Funeral Director licensees affected by the invalidated exam scores to the Administrative Hearing Unit to be scheduled for a Rule to Show Cause hearing. By unanimous vote, the motion carried.

## **CONDUCT DELIBERATIONS FROM PUBLIC HEARING REGARDING PROPOSED AMENDMENTS TO BOARD'S RULES AND REGULATIONS**

The Board held their deliberations from the March 28, 2017 public hearing regarding the proposed amendments to the Board's rules and regulations. There were no additional comments received. Ms. Hurley presented the Order for Board member signatures.

## **REVIEW AND APPROVAL OF MINUTES**

### **Meeting Minutes – March 28, 2017**

Mr. Torbert moved, seconded by Ms. Hovington, to approve the March 28, 2017 meeting minutes as written. By unanimous vote, the motion carried.

## **UNFINISHED BUSINESS**

### **Discussion Regarding SB65 and Changes to Rules & Regulations**

The Board reviewed the outline for funeral home and crematory inspections that Mr. Parsell drafted. They will continue their review at the next scheduled meeting.

## **NEW BUSINESS**

### **Review of Applications for Continuing Education Approval**

Ms. Happoldt moved, seconded by Ms. Hovington, to approve the 1 hour requested by Joshua Schoenberg for "Obituaries & Servicing Funeral Homes." By unanimous vote, the motion carried.

### **Ratification of Applications for Licensure**

Mr. Torbert moved, seconded by Ms. Happoldt, to ratify the Funeral Establishment Permits listed below. By unanimous vote, the motion carried.

Rogers Funeral Home  
Bennie Smith Funeral Home (Dagsboro Location)  
Bennie Smith Funeral Home (Wilmington Location)

### **Complaint Updates**

The complaints listed below were informational only, no Board action required.

Complaint #27-04-16 – Closed by Division Due to Insufficient Evidence  
Complaint #27-03-16 – Sent to Attorney General  
Complaint #27-02-16 – Sent to Attorney General

## **CORRESPONDENCE**

There was no correspondence.

## **OTHER BUSINESS BEFORE THE BOARD (For discussion only)**

There was no other business before the Board.

**PUBLIC COMMENT**

There was no public comment.

**NEXT MEETING**

The next Board meeting is scheduled for Tuesday, July 25, 2017, at 10:00 a.m. in Conference Room B, second floor of the Cannon Building, 861 Silver Lake Boulevard, Dover, Delaware.

**ADJOURNMENT**

There being no further business before the Board, Ms. Hovington moved, seconded by Mr. Torbert, to adjourn the meeting at 11:11 a.m. By unanimous vote, the motion carried.

Respectfully Submitted,

A handwritten signature in black ink that reads "Meredith Hurley". The signature is written in a cursive, flowing style.

Meredith Hurley  
Administrative Specialist II